

Type of Transaction:     NEW         CHANGE         CANCEL

Employees participating in an FSA and/or HRA administered by Tri-Star Systems have the option to have their authorized reimbursements deposited directly into their personal checking or savings account via **Direct Deposit**. **Direct Deposit** funds will be available for withdrawal 48 hours after the date of process. Contact us at the number below with questions regarding your electronic transfers. Complete this form and mail to get your **Direct Deposit** started.

**PART 1 - EMPLOYEE INFORMATION**

Social Security Number or Account Number			
Last Name	First Name	Middle Name	Suffix
Email Address *			

\* As an additional convenience, your direct deposit statement (showing amount deposited and account balances) for each reimbursement can be sent to you electronically, via e-mail. Please provide your e-mail address in the space above to implement this option.

**PART 2 - BANKING INFORMATION (Please Attach A VOIDED Check)**

Financial Institution Name		Type of Account (Select Only One)
Bank Routing Number	Checking or Savings Account Number	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

**PART 3 - EMPLOYEE AUTHORIZATION AND SIGNATURE**

I hereby authorize Tri-Star Systems to initiate credit entries to my account (indicated on the attached voided check), for any FSA and/or HRA reimbursements administered by Tri-Star Systems.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return this signed form along with your voided check to:**

Tri-Star Systems ATTN: FSA Claims Department 14323 South Outer 40 Road Suite 200 South Chesterfield, MO 63017-5734	Phone: (314) 576-4022 Toll Free: (800) 727-0182 FAX: (314) 985-0277
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Conditions of participation include:

- Your financial institution must be a member of an Automated Clearing House.
- If you decide to enroll in Direct Deposit, you must complete this Authorization Agreement.
- If your account is a joint account, this Authorization Agreement must be signed by both parties holding the joint account.
- If you wish to cancel your participation in Direct Deposit, you must complete another Authorization Agreement. Once you cancel, you may not re-enroll in Direct Deposit until the Open Enrollment period of the next plan year. This rule may be waived in unusual situations.
- It is your responsibility to notify Tri-Star Systems immediately of any changes in your financial institution (i.e., change of account number, closure of account, etc.) To notify us of the change, complete another Authorization Agreement. Mark the Change box in the Type of Transaction section. Changes are processed immediately upon receipt of form and usually take 2-3 weeks to complete.
- Your electronic transfer will be made directly into your account. If this electronic transfer cannot be made to your account, a check will be issued and mailed to you. Pending resolution of the electronic transfer problem you will continue to receive reimbursement checks in the mail.
- The agreement represented by this Authorization Agreement will remain in effect from one plan year to the next until you cancel it. To cancel, you must complete a new Authorization Agreement and mark the Cancel box in the Type of Transaction section.
- This agreement may also be canceled by your financial institution. In such cases, you will receive reimbursement checks in the mail.